

Demand Letter for Rent Payment

From,
Mr. Rakesh Singh
67/1, 5 Pen Road, Alipore
Kolkata-07

Date: July 18th, 2020

To,
Mr. Suresh Rao
9/7 Sulekha, Jadavpur
Kolkata-23

Subject: Demand letter for rent payment

Dear Mr. Suresh,

I would like to inform you that your rent has been due since 01.07.2020. I request you to make the required rent payment as soon as possible.

Yours sincerely,

Rakesh Singh

